



# Inventory Updates

## Introduction:

The University of Windsor is obligated by law to track the usage and location of a wide variety of substances on campus, including both ethanol and controlled substances (drugs).

Therefore, a centralized records management system has been established to facilitate this process.

The Hazardous Materials Information System (HMIS) allows Principle Investigators and/or their designates to update inventory records of items under their control.

**Step 1:** Request a password ([www.uwindsor.ca/ccs](http://www.uwindsor.ca/ccs))

The screenshot shows the Chemical Control Centre website. At the top, there is a blue banner with the text "Chemical Control Centre" and a search bar with the placeholder "askUWindsor: Type a question. Use a complete sentence." Below the banner, the page title is "Hazardous Materials Information System" with a sub-header "View Material Safety Datasheets, inventory quantities, and current location of all hazardous items on campus." The main content area contains a paragraph explaining the HMIS and a list of instructions: "Please click the HMIS Logo (right) to access the system.", "Access to HMIS is restricted. For access requests click here.", and "For instructions on HMIS, please view our supporting documentation (click here)". There is also a section for "Questions/Comments:" with the text "Please contact our customer service line at ext. 3523." On the right side, there is a logo for "HMIS Access" featuring a stylized 'i!' inside a triangle.

**Step 2:** Login to HMIS

**Step 3:** Search for specific item by serial number, item number, CAS #, building-room, or description.

The screenshot shows the "Item Serial Search" form. It has a teal header with the title "Item Serial Search". On the left, there are labels for "Serial Number", "Item Number", "CAS #", "Building-Room", and "Description". On the right, there are five input fields, each with a dropdown menu above it. The dropdown menus are labeled "Starts With", "Starts With", "Is Exactly", "Contains", and "Contains". At the bottom of the form, there are two buttons: "Reset" and "Search".

**Step 4:** Find item of interest in search results. Select "Update". You will be presented with the most recent information (quantity & location).

**Step 5:** Update appropriate information including current location, quantity, disposal status (if necessary) and rationale. **Press Save.**

The screenshot shows the "Serial Maintenance" form. It has a grey header with the title "Serial Maintenance". On the left, there are labels for "Serial Number", "Current Location", "Current Quantity", "Quantity UM", "Disposed", "Method of Disposal", and "Comments". On the right, there are input fields for "Serial Number" (514574), "Current Location" (ES-274-1), "Current Quantity" (2.0), "Quantity UM" (L), a checkbox for "Disposed", a dropdown menu for "Method of Disposal", and a text area for "Comments" containing "Used in preservation of tissues". At the bottom of the form, there are two buttons: "Undo" and "Save".

Serial Number 514574 successfully updated.

**Step 6:** Relax. You have successfully updated your inventory records!

**Questions?** Contact the Chemical Control Centre  
Ext: 3523 E-mail: [ccc@uwindsor.ca](mailto:ccc@uwindsor.ca)